

**POLICY**

It is the policy of the Michigan Department of Human Services (DHS) Bureau of Juvenile Justice (BJJ) that when a youth is transferred to another residential or health care facility, a legible copy of the youth's medical record accompanies the juvenile.

**PURPOSE**

This policy ensures a continuity of health care for youths.

**DEFINITIONS**

See JRG, JJ Residential Glossary.

**RESPONSIBLE  
STAFF**

Designated in the facility standard operating procedure.

**PROCEDURE**

Each facility is required to develop and implement standard operating procedures (SOPs) relative to release of medical records for transferred youth. At a minimum, these SOPs must contain the following requirements:

**Medical Issues**

At transfer, medical records are reviewed for:

- Unresolved medical problems.
- Missed immunizations.
- TB testing.
- Height, weight and blood pressure.

Transfer to DHS residential or health care facility:

- Youth receive medical and mental health screening before being transferred.
- A legible copy of the medical record will accompany the youth including:
  - Details on medications (including a physician statement indicating the reason for the medication).

- Active problems, significant resolved problems and test results including pertinent notes.
- Confidentiality of communicable diseases is maintained.
- The medical record is addressed to the staff “authorized to handle medical records.”

The facility/center director or designee ensures that important medical information, which should be available to treatment personnel, is also noted in the non-medical case history.

Any portion of the medical records, which reasonably cannot be copied at the time of transfer, are forwarded to the receiving facility within seventy-two (72) hours.

Except in cases of emergency transfer, a medical clearance precedes the transfer. The medical clearance includes:

- A review of medical records for ongoing health needs.
- The preparation of a summary for the new placement.

**Transfer to a  
Private (Non-  
DHS) Facility**

Youths receive medical and mental health screening before being transferred.

An authorization for the release of medical records, DHS-1555, is signed by the youth, parent/legal guardian (if the youth is under 18 years old).

Upon approval, send a legible copy of all medical records (including notes) to the private facility’s medical records department, or the person designated to handle medical records, within seventy-two (72) hours of transfer.

Staff ensure exclusion of confidential information of a non-medical nature from any medical record or summary provided to a non-DHS facility.

**The following  
information  
accompanies  
youth  
transferred to a  
Private (Non-  
DHS) or a DHS  
Facility**

Medication needs.

Special medical problems or needs, such as diabetes, epilepsy, asthma, reactions to bee stings and allergies.

Psychiatric problem documentation, especially suicidal tendencies.

Disabilities which may require special procedures during transportation.

#### **AUTHORITY**

Youth Rehabilitation Services Act, MCL 803.303